



DEPARTMENT OF THE ARMY
US ARMY MEDICAL MATERIEL AGENCY
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FORT DETRICK, MARYLAND 21702-5001

**LOGISTICS SUPPORT AGREEMENT
BETWEEN
US ARMY MEDICAL MATERIEL AGENCY
AND
XX BRIGADE COMBAT TEAM, XX DIVISION**

SUBJECT: Logistics Support Agreement Concerning the Class VIII Reset Fielding and Induction of Medical Equipment for the XX Brigade Combat Team (BCT), XX Division (UIC)

1. References:

- a. AR 40-61, Medical Logistics Policies, 28 January 2005.
- b. AR 700-142, Materiel Release, Fielding and Transfer, 26 March 2008.
- c. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997.
- e. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- f. Operation Order 08-15 (U) (USAMEDCOM Medical Equipment Reset), 3 December 2007

2. Purpose. The purpose of this Logistics Support Agreement (LSA) is to establish the administrative and logistical support relationship between the US Army Medical Materiel Agency (USAMMA) and the XX BCT, XX Division relative to the Class VIII Reset Fielding and Induction of medical equipment, 7 - 19 Month 20XX. In the Reset phase, units will receive new Medical Equipment Sets (MES). During the Induction phase, XX BCT, XX Division units will turn in select medical equipment for recapitalization.

3. Background. USAMMA will conduct a Class VIII Reset Fielding and Induction. The Consolidated Staging Area (CSA) will be located at Building #, Street, Installation, State Zip Code.

4. Scope. This LSA establishes policy to ensure maximum cooperation between USAMMA and the XX BCT, XX Division in the execution of this fielding.

5. Understandings, agreements and support needs.

- a. The Commander, USAMMA, will:

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- (1) Establish a Materiel Fielding Team (MFT) to coordinate the scheduling, joint inventory, and receipt of medical materiel and equipment for Reset Fielding and Induction from the XX BCT, XX Division. The MFT is a USAMMA-controlled cadre of fielding, maintenance, and supply personnel. The MFT Chief serves as the liaison and overall fielding representative and is in charge of, and responsible for, the timely and effective issue of the XX BCT, XX Division.
- (2) Conduct a joint inventory with the unit. Induction items should be visually inspected to ensure they are clean, structurally intact, and possess all accountable components in order for the unit to receive credit for turn-in.
- (3) Prepare accountability acceptance documents for induction equipment. Accountability documents will not be provided for non-expendable equipment not on-hand or equipment being disposed of by units.
- (4) Provide a Letter of Instruction (LOI) to the unit for Induction equipment and excess not turned-in for Induction. The LOI will provide more specific instructions on disposition of unit retained equipment.
- (5) Assist XX BCT, XX Division with preparing induction equipment for shipments to USAMMA depots including packing and palletizing requirements.
- (6) Provide the Transportation Accounting Code (TAC) for induction equipment returning to the USAMMA depot and assist with coordinating movement between the unit and transportation office.
- (7) In preparation for the fielding, ensure MESs for Reset fielding are inspected, deprocessed and inventoried.
- (8) Authorize licensed members of the MFT to operate the materiel handling equipment in the absence of the assigned operator to prevent fielding delays.
- (9) Conduct a 100 percent joint inventory and handoff of MESs to the accountable officer and/or designated representative.
- (10) Ensure all equipment is fully operational and mission capable, complete with all components and basic issue items.
- (11) Initiate all discrepancy reports prior to completion of handoff. Copies will be provided to the XX BCT, XX Division point of contact and submitted to appropriate action agencies.
- (12) Retain ownership, accountability, and control of all materiel until materiel is jointly inventoried, and issued to unit.

b. The Commander, XX BCT, XX Division will:

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(1) Provide support services, manpower, and the management structure to the MFT to the extent outlined herein.

(2) Provide use of secure land and facilities to support the fielding as follows:

(a) Ensure all materiel awaiting handoff is held in a secure area and access is limited to authorized personnel. The CSA will be used for both the Reset Fielding and Induction of medical equipment. A sectioned area of the CSA will be used for temporary storage of induction equipment pending shipment to the respective depot. The remaining area will be used to stage, deprocess, and conduct joint inventory of the equipment to be fielded during Reset. Equipment arriving should not be opened or documentation removed until the MFT arrives.

(b) The CSA will be a minimum of 12,000 sq ft., with electricity (accessible power outlets), and equipped with necessary latrines, water source, two tables, six chairs, photocopying capability, internet access (if available), storage cabinet and telephone line with commercial and/or DSN access.

(3) Task administrative and logistical support services as outlined below.

(a) Provide two dumpsters for trash removal and two containers for recycling materials.

(b) Provide two pallet jacks and one 4K forklift with operator dedicated to support the entire fielding. Provide a back-up forklift in the event it is required or the primary forklift breaks down.

(c) Provide all necessary materials (i.e. tri-walls, pallets, banding wire and clips, shrink wrap etc.) and prepare induction equipment for shipment to the designated depot.

(d) Identify a unit representative to coordinate with the Fort XXX Installation Transportation Office (ITO) and the MFT to ship induction equipment.

(4) Ensure the Property Book Officer (PBO) posts the newly received Class VIII with Line Item Numbers (LIN) to the property book within 3 days IAW AR 735-5, Ch 6-3, Para b.

(5) Ensure all equipment items identified for induction are signed for by USAMMA and shipped by the unit during the Reset Fielding and Induction. Turn-in of identified excess LIN and non-expendable items should be initiated no later than 10 days after the items have been classified as excess IAW DA PAM 710-2-1, Ch 3-5. Excess durable and expendable items should be used to fill Reset shortages, cross-leveled with other medical units, or turned-in to the Installation Medical Supply Activity (IMSA) or Defense Reutilization Marketing Office (DRMO).

(6) Provide the appropriate adjustment documents for all non-expendable equipment not on-hand for turn-in during the fielding.

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(7) Provide a point of contact with the authority to make decisions on behalf of the gaining Command to resolve any problems that may be encountered. This individual will remain on-site at the CSA to work issues for the gaining unit and MFT.

(8) Arrive at the CSA on the date and time scheduled with an officer-in-charge, unit property book officer or authorized representative and primary hand receipt holders with current DA Form 1687, Notice of Delegation of Authority, to receive the fielded materiel.

(9) Provide one non-commissioned officer in charge of a six soldier detail - two soldiers to assist with the induction equipment and four soldiers dedicated to assist with staging Reset MESs and movement of equipment to and from maintenance for receiving units. Detail personnel should be available throughout the duration of the Reset Fielding and Induction of medical equipment and should not be on profile. These personnel will be under the control of the MFT and should have a good working knowledge of the equipment.

(10) The following table identifies by UIC and unit, the additional number of detail personnel and vehicles required to inventory and receive the Reset MESs and equipment.

| UIC | UNIT | # DETAIL PERSONNEL | # OF VEHICLES |
|------------|-------------|---------------------------|------------------------|
| WXXX | STB | 8 | 3ea LMTV or equivalent |
| WXXX | X-XX FA | 8 | 3ea LMTV or equivalent |
| WXXX | X-X CAV | 12 | 4ea LMTV or equivalent |
| WXXX | X-X CAV | 12 | 4ea LMTV or equivalent |
| WXXX | X-X CAV | 12 | 4ea LMTV or equivalent |
| WXXX | XX BSB | 20 | 8ea LMTV or equivalent |

6. Effective Date.

a. This agreement becomes effective upon the date of the last signature below and may be terminated by mutual consent of parties involved.

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b. This agreement will be reviewed consistent with Command operating budget cycles and may be amended or revised at any time by mutual consultation.

XXXX XXXXX

Colonel, AR
Commanding

(DATE)

XXXXXX XXXXX

Colonel, MS
Commanding

(DATE)